



AUSTRALIAN ENDURANCE RIDERS ASSOCIATION INC.

Inc No Y1458516
ABN 14 684 748 206
ARBN 095 622 914

FEES AND CHARGES BYLAW

PURPOSE

The purpose of this Bylaw is to identify the procedure for setting the fees to be charged, how those fees are calculated and information around the timelines for setting and paying these fees.

This bylaw will achieve a consistent approach to the structuring of fees and provide information to incoming Management Committee members on the fees levied by AERA.

FEES TO BE CHARGED

AERA charges fees to attribute to costs of the Association:

1. Affiliation fees, applied to all rider memberships and ride entries, to contribute to administrative expenses.
2. Horse Registration Fees to contribute to the ongoing development and maintenance of AERASpace.
3. Public Liability recovery fee.
4. Administration fee on services provided by AERA.
5. Any other fee that is imposed from time to time

Administrative expenses of the Association are:

- General Expenses – audit, bookkeeper, computer software, EA Affiliation, printing, stationery, phone, postage, depreciation.
- Insurance costs – Association Liability and General Property
- AERA website
- AERASpace
- Honorariums
- Year-end awards
- AERA expenses related to running of Tom Quilty Gold Cup events, including
 - provision of Winner's Cup
 - payment of fees and travel and accommodation expenses for Senior Vet Team
 - payment of travel and accommodation expenses for Senior Chief Steward Team
 - Team Competition badges and winning team trophies
 - Pat Slater sashes and keepsake trophy
 - outlay on manufacture of buckles in line with budget presented by TQ Committee.

Horse Registration Fees include:

- Endurance Horse – lifetime registration
- Endurance Horse – annual
- Horse ownership transfer

Public Liability Insurance is recovered via fees charged per DA, per event, per member.

AERA will invoice DAs for any shortfall of Public Liability Insurance to ensure that adequate funds are available to meet this expense at the beginning of the following year. This action would be brought forwards as a motion from the Treasurer, to be invoiced in October, proportional to the DA membership of the previous year.

Personal Accident for Volunteers is recovered by a fee applied to each event.

An Administration Fee of at least 10% is charged on products sourced by AERA and administered by AERA. This includes

- sale of merchandise – track marking resources, logbooks and stationery
- manufacture and sale of Electronic Timing Systems
- receipt and processing of Personal Accident Insurance
- manufacture of buckles for TQ events, including special buckles.

Other fees include:

- the recovery of expenses related to AERA Meetings and the travel costs of officials attending TQ Gold Cup events. These are charged to DAs, proportional to previous year's membership; for example expenses relating to TQ21 will be charged based on DA membership numbers in 2020 .
- An affiliation fee applied to nomination fees for TQ events and charged to the TQ Committee after the event.

CALCULATION BASIS OF FEES

Fees are based on a user-pay methodology.

Fees are set by the AERA Management Committee, based on a review of the financial status of AERA.

Fees are determined by November of each year and advised to DAs by mid-November.

FEE SETTING TIMELINE

Discussion re fees commences in July including review of insurance.

Discussion re vet fees and honorarium is included in agenda for November meeting.

FEE PAYMENT TIMELINE

Sale of all merchandise and products sourced by AERA must be paid before shipment – track marking resources, logbooks, timeslip books, electronic timing system.

DAs are invoiced monthly for affiliation fees to be paid within 28 days.

DAs are invoiced as required for costs to be recovered proportional to membership to be paid within 28 days.

FEE STRUCTURE CHANGE

Any change to a fee structure to be imposed by AERA to DAs, or to ROC and Members via the DA, must be approved by AERA MC with a motion supported by the majority of members.

The Treasurer will advise the AERA Bookkeeper, and the Secretary will advise DAs by written correspondence.

NEW FEE PROCESS

Any change to a fee structure to be imposed by AERA on DAs, or on ROC and Members via the DA, must be approved by AERA MC with a motion supported by the majority of members.

The Treasurer will advise the AERA Bookkeeper, and the Secretary will advise DAs by written correspondence.

HOW FEES ARE PRESENTED TO DIVISION ASSOCIATIONS

AERA Fees and Charges are presented to DAs in the following format to show clearly where increases have occurred and to present a comparison to previous years.

Example as presented in 2021 for 2022

Table to show AREA Fees and Charges for 2022

AERA summary of fees and charges including GST for 2022		2016	2017	2018	2019	2020	2021	2022
Affiliation Fees								
Adult Affiliation fee	Annual	\$30.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00
Junior Affiliation fee	Annual	\$15.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Intermediate Affiliation fee	Annual						\$10.00	\$10.00
Ride Fees								
Ride Entry Levy	per ride	\$2.00	\$3.00	\$3.00	\$4.00	\$4.00	\$4.00	\$4.00
Horse Registration fees								
Endurance horse lifetime	Once per horse	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Endurance horse	Annual	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Horse transfer	Once each transfer	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Insurance Liability								
Division	annual	\$490.00	\$490.00	\$690.00	\$690.00	\$690.00	\$690.00	\$828.00
Event	each event	\$60.00	\$60.00	\$80.00	\$80.00	\$85.00	\$85.00	\$85.00
Full riding member	annual	\$20.00	\$20.00	\$22.00	\$22.00	\$25.00	\$25.00	\$30.00
Intermediate member	annual	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$12.00
Day Member	each ride	\$5.00	\$5.00	\$7.00	\$7.00	\$12.00	\$12.00	\$14.40
Non-Riding member	annual	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00
PA Insurance								
Volunteers by event	each event	\$72.50	\$72.50	\$72.50	\$72.50	\$80.00	\$80.00	\$80.00
Adult member	annual per member	\$55.00	\$70.00	\$138.00	\$150.00	\$150.00	\$150.00	\$150.00
Junior	annual per member	\$15.00	\$18.00	\$36.00	\$39.00	\$39.00	\$39.00	\$39.00
		Denotes increase						